

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0239833**
POSITION NO: **208520**
POSITION TITLE: _____

DATE POSTED: **03/24/15**
CLOSING DATE: **04/06/15**

Administrative Services Officer

DEPARTMENT NAME / WORKSITE: **Division of Natural Resources - Administration - Window Rock, AZ**

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB64A</u>	
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>40,414.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>19.43</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Oversee and administer the Division personnel management HR Pilot project, budget and daily accounting of administration budget. Compile and network with the Division departments in relation to special projects, monthly reports, quarterly reports, trainings/meetings and other reports. Implements and coordinates administrative activities for the Division, master plans, report cards, zero based budgeting and other projects to achieve organizational goals and objectives. Ensures compliance and expenditure control of Division administration budget. Communicates and coordinates with Departments, Division administration and OPVP and Legislative branches on program/project activities through reports, presentations and meetings; provides technical assistance to other Departments and tribal entities, interprets relevant policies, procedures and standards; compiles and submits Conditions of Appropriation's and Legislative Concerns for Division, processes all financial and personnel documents for Division administration. (Requests for Direct Payment, Interdepartmental Charge Requisitions, Purchase Requisitions/Orders, Receiving Records and petty cash requests. Prepare and bid out Requests for Proposals, administration of professional service contracts, payment of contractor invoices. Maintains and oversees all personnel documents (timesheets and Personnel Action Forms, back pay requests, complete monthly tribal vehicle log and mileage reports. Process, monitor and reconcile P-card for Division Department Mgrs. and administration staff. Skill in developing and analyzing financial systems, procedures and controls, budgets and forecasts. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to the Division and Deputy Director and Departments. Procurement and maintenance of office/operating supplies and other equipment. Budget Development for DNR Administration, Form 2 quarterly submittal. Runs necessary errands on behalf of the Division. Schedule meetings, trainings, workshops etc. and coordinate venues with appropriate parties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration, Human Resource Management or a closely related field and (2) years of administrative experience.

Preferred Qualifications:

- Contract and grant management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

Special requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants management, risk management, budgeting, accounting and human resources. Must possess Valid Driver's License and ability to obtain Tribal Permit. Ability to communicate effectively, verbally and in writing. Make formal and informal presentations to small and large groups on strategies and programs. Must be able to handle conflict and communicate to the public and all levels of the government. Must be able to exercise tact and diplomacy, and demonstrate both strict professionalism and be amiable. Must demonstrate a positive attitude about profession and service. Must have the ability to work both independently and as a member of a team. Must be a self-starter able to use common sense and good judgement to work effectively, cooperatively, discreetly, and efficiently, often with limited guidance and instruction. Must be able to work effectively under pressure of deadlines and high quality standards and must be able to exercise good judgement in effectively managing changing priorities and resolving conflict. Must be able to operate standard office machines (calculator, copiers, fax and printers.) Must have good customer service skills and must be able to handle multiple priorities. Must be able to process and present information in an organized, timely and accurate manner through clear verbal and written communications. Must display strong grammar, editing and proofreading skills. Must be able to apply tact, diplomacy, reason and logic, recognize consequences of erroneous actions, concentrate on tasks and is detail oriented. Must have a satisfactory work record and good attendance. Occasionally some additional hours

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.